

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DOE7234355
POSITION NO: 949430
CLASS CODE: 3641

Date Posted: 12/12/11
Closing Date: 12/23/11

POSITION TITLE: HEAD START TEACHER AIDE **

DEPARTMENT NAME: NAVAJO HEADSTART - CHINLE AGENCY

DEPARTMENT NO: 723 WORKSITE LOCATION: Cottonwood, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: V56A

Days: Mon-Fri Permanent: ☒ SALARY:

Hours: 8:00AM 4:00PM Temporary: ☐ Duration: \$ Per Annum

Part-Time: ☐ No. of Hrs/Wk: 40 \$ \$9.66 Per Hour

DUTIES AND RESPONSIBILITIES:

Assist the Head Start Teacher in maintaining a classroom conducive to age appropriate learning, participates in home visits to explain the program's purpose and to recruit children; assist in maintenance of up-to-date records concerning the growth, health, behavior and progress of each child; assist in implementing plans for each child as identified by the Head Start Teacher in developmental and culturally appropriate activities and materials; helps coordinate program plans with headstart center staff and parents; assist in planning and conducting field trip activities, fund raising activities, and recruiting volunteers; make or obtain classroom materials and equipment appropriate to the developmental needs of the children; attend chapter meetings, staff meetings, and other related meetings; assist in conducting fire evacuation drills, assist with the transportation of children to and from the community Head Start centers; assist with supervising children in the classroom, cafeteria, school yard, bus route and field trips, assist teacher with parent/teacher conferences; assist teacher with providing information to parents concerning child development; assist with health screening and daily hygiene, assist with preparation of meals; perform other duties as assigned or required.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED.

(To receive full credit for education and experience, applicant must submit copies of transcripts, degrees, diplomas, certificates, permits, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of early childhood development/education; knowledge of laws, regulations and tribal policies on child care; knowledge of the Navajo culture and language. Ability to nurture, motivate, teach, and influence children three to five years of age; ability to display maturity, patience and understanding; ability to articulate behavior; ability to work extended and flexible hours; ability to understand and communicate in the Navajo and English. Skill in music, art, drama, and storytelling.

License/Certification Requirements:

Must pass a criminal background check, fingerprinting and employee assessment prior employment; must possess a valid state driver's license. Within 90 days of employment must obtain a physical examination, a First Aide Certificate, Cardiopulmonary Resuscitation (CPR) Certificate, Food Handler's Permit and a Navajo Nation Vehicle Operator's Permit. Some positions may require a Commercial Driver's License (CDL).

**** UNION POSITION**

"VETERANS' PREFERENCE APPLIES"

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99